



Postdoc Researcher Fellowship

College of Civil Engineering, Tongji University

I Qualified Applicants

CCE offers Postdoc Research Fellowship to applicants who have potential to substantially contribute to their academic or professional fields through research, and/or professional practices.

A qualified applicant should:

- hold a non-Chinese passport for at least four years and have lived outside of China for at least two years within the past four years;
- have received a PhD degree from an accredited institution or expect to be award a PhD by the date of taking this Postdoc position;
- stay in good academic standing;
- demonstrate English proficiency through a valid record of either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), only if the applicant is from non-English-speaking countries. A valid TOEFL score is 95 (120 scale) or higher on the internet-based test for a graduate admission, while a valid overall Band score of IELTS is 6.5 or higher on a 9-point scale. TOEFL or IELTS can be waived for those whose education environment is English or the contact supervisor at Tongji University strongly acknowledges his/her English proficiency.

II Application Period

The application period is open, panel meetings will be held every two months and your application will be reviewed by the nearest meeting.

III Application Support Documents

1. Diploma

Applicants graduated from academic institutes outside China should hold a degree equivalent to a Chinese doctoral degree.

2. Transcripts

Official transcripts or academic records for PhD study that has been completed are required. If the academic records do not include official evidence of the award of a degree, one must also submit additional documents that verify the degree conferral.

Academic records should be issued in the original language and accompanied by English translations if required (usually prepared by your university or government agency, unless the institution issues original documents in English). In general, records or transcripts must be issued by the school and include the school's stamp or embossed seal and the signature of the



authorizing official. For more detailed information on acceptable documents, please contact CCE or International Office.

3. Evidence of English Proficiency

All applicants from non-English-speaking countries are required to submit official evidence of English proficiency. This requirement applies to applicants from Bangladesh, Nepal, India, Pakistan, Latin America, the Middle East, Israel, Japan, Korea, Southeast Asia, and non-English-speaking countries in Europe and Africa.

You may select either TOEFL or IELTS. The MOST RECENT score (taken during the past two years) must meet the minimum requirement. Applicants who fail to meet the minimum will not be admitted. TOEFL or IELTS can be waived for those whose education environment is English or the contact advisor at Tongji University strongly acknowledges his/her English proficiency.

If you have completed at least one year of full-time academic course work with grades of B or better at a recognized Chinese institution, you do not need to take a standardized English test. Instead, you need to submit the transcript that verifies your course work in the Chinese institution.

4. Research Plan

The research plan is your opportunity to clearly establish professional interests and career objectives, and to state your reasons for pursuing your research in CCE at Tongji University rather than other institutions. It should also discuss your background, including research and professional experience, unique aspects of your professional record, honors, memberships and academic activities.

5. Recommendations

At least two letters of recommendation from referees with full professorship or equivalent are required for review (one should be issued by his/her Ph.D. advisor). The referees are encouraged to give their personal impressions on the applicant's intellectual ability, attitude in research professional skills, personal characters, quality of previous work and potential for future productive scholarship.

IV Application Procedure

1. Contact a faculty member of CCE and reach agreement with him/her about your research at Tongji University.

2. Complete the application form for "TJU-CCE Scholarship for International PhD Student /Postdoc Fellows" attached with this recruitment advertisement (or download from <http://civileng.tongji.edu.cn/en/Default.aspx>). Sign, scan, and email electronic copies of all required documents listed in the application form to Ms. Fen Zhang (email address: zhangfen@tongji.edu.cn).

- Two application forms.
- Two Letters of Recommendation.
- Transcripts of PhD study (Notarized Photocopy).



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- PhD degree diploma (Notarized Photocopy):
 - Foreigner Physical Examination Form (Photocopy).
 - Research Plan in China.
 - Articles or Papers Written or Published.
 - Other Materials Helpful for Your Application

3. Turn in hardcopy of the CCE application documents in Step 2 in person (or entrust others to submit), or by mail to the following address.

Ms. Fen Zhang
B101 Civil Engineering Building, Tongji University
1239 Siping Road, Shanghai 200092, China
Phone: 86-21-65982217
Email: zhangfen@tongji.edu.cn

4. Work along with your contact supervisor at Tongji University to complete all the required steps. First register and log into: <http://zp.tongji.edu.cn/>, follow the instructions and submit all required materials. Before starting your work, you also need to register your information at the Chinese post-doc official website:

<http://www.chinapostdoctor.org.cn/WebSite/program/Default.aspx>

5. Decisions are made according to an interview in addition to a comprehensive departmental and university level review on academic records, the research statement, letters of recommendation, transcripts, and relevant work experience.

V Salary, Accommodation and Insurance Requirements

Salary

Once an applicant is admitted, he/she will be offered a fellowship of 230,000 - 340,000 RMB annually, depending on the applicants' past experience. The contract is typically 2-3 years and is extendable up on agreement with your supervisor. Please note that only 80% of this fellowship will be paid monthly every year and the rest 20% is to be paid after you satisfy the performance evaluations, which are scheduled at the end of each year.

Accommodation

Every admitted applicant is eligible to apply for the on-campus apartment within his/her study period at a reasonable rate. On-campus accommodation is provided based on the availability of rooms.

Insurance

An appropriate insurance is required for every admitted applicant to enroll into Tongji University. The insurance fee cannot be waived. Please purchase the insurance as early as possible to avoid the delay in the enrollment.

VI Enrollment



Once admitted, the applicant should work along with his/her contact supervisor to prepare required documents for working visa application in China.

VII Contact Information

Office of Advanced Research Institute
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Coordinators: Ms. Fen Zhang (zhangfen@tongji.edu.cn)
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Attachment:

List of supervisors at CCE

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